

Rengstorff House Caterer's Check List

Take note of the time the House is rented for your event, these are the only hours the House will be available for your use.

Please take a moment to complete this checklist. An appointment needs to be made to meet with the Rengstorff House Event Coordinator at least 30 days before the event.

IMPORTANT

All of the information about the event and the House needs to be passed onto the staff that will be working the event.

Name of renter: _____
Name and phone # of event coordinator: _____
Date & time of event: _____
Type of event: _____
Number of people: _____
Number of hours rented: _____
Time of Setup: _____ Guest Arrival: _____
Clean up: _____ Departure: _____

Applicable only if caterer is responsible:

Beverage/Bar Company: name and phone # _____
Set up time: _____ (indicate location)
Equipment Rental Company: name and phone # _____
Day & time of delivery: _____
Items to be delivered: _____
Day & time of pick up: _____
Florist: name and phone # _____
Time of delivery: _____
Cake Bakery: name and phone # _____
Set up time (indicate location): _____

Rengstorff House Rules:

- Renters are responsible for all set up and clean up, leaving the Rengstorff House and Gardens in the same condition as prior to the event. Typically, the caterer and/or a previously designated person by the renter, will coordinate the clean up. The event House Attendant will locate cleaning supplies for you.

- All trash must be taken with you or placed in a tied, plastic sacks and dumped in the bin by the Sailing Lake. Leftover food, dirty dishes, glassware and flatware must also be removed from the premises after the event. **Do not pour any leftover beverages on plants or in flowerbed.** Wildlife, and especially ants, are serious problems. We appreciate your cooperation.
- The Rengstorff House does not provide equipment such as flatware, tables, chairs and canopies (*be aware of canopy regulations*). Renters are responsible for prompt delivery and pickup of all rental equipment. If equipment, i.e. tables and chairs, must be left at the House overnight, all items must be stacked neatly behind the house (*within the picket face area but not leaning on fance*) and canopies secured against sudden gusts of wind. Shoreline tends to be windy in the **spring and summer**, table clothes and decorations need to be weighted or secured. All dirty dishes, etc. must be taken with you. **Shoreline does not take responsibility for rental equipment.**
- Because the Rengstorff House is a carefully restored historic home, we appreciate your respect for the furniture, floor coverings and other antique décor. We ask that no furniture be moved without previous approval and then with the assistance from the event House Attendant. Inside of the House, please avoid red wine and tomato based foods because of stains. Unless otherwise stated, the entrance of the house is the West Side patio door. If necessary, food and equipment can be passed through the kitchen window during outside events.
- Due to the beautiful setting in which the Rengstorff House is located and because Shoreline is a wildlife sanctuary, feeding, disturbing or removal of any wildlife is prohibited. Please respect our gardens so all visitors can enjoy their beauty. We discourage the use of balloons outside. **Barbecues and the frying of food** are allowed only behind the House (*on pathway, between back of house and garden shed*) and with special permission. You are required to place a drip pan beneath the barbecue and take the ashes with you.
- Park in designated parking stalls only. **Damage to garden will be deducted from security deposit.**

Note: If there is a concert at the Amphitheatre, inform the traffic control workers that you are going to the Rengstorff House. They will wave you through.

Checklist: * Caterer's meeting with Rengstorff House Event Coordinator (*at least 30 days before event*). Call **650.903.6088** for an appointment.
 * Pass information about the House and event on to the staff that will be working the event.